

Time and Expense Sheet

Sheet No. _____

Instructions: All donations and cash expenditures should be itemized on these sheets. Each person who is involved in the program should complete and sign a separate form. Include dates with each entry. Only expenditures made within the contract period will be reimbursed. To be reimbursed for expenditures, DOCUMENTATION is needed to prove the organization has incurred the expense. Forms of documentation required are copies of receipts, invoices, and canceled checks.

Name _____

Date	Scope-of-Work Item Number	Description of Donation or Expenditure ²	Miles or Hours	Rate ³	Cash Expenditure Amount	Donation Amount

1. See Attachment B, Scope-of-Work for Item Numbers.

2. Attach receipts, invoices, and copies of canceled checks

for all cash expenditures listed on this page. (Two BIDS are required for items over \$1,000)

3. Rate: 54 cents per mile for travel expenses; \$7.25 per hour for volunteer work performed.

Only qualified professionals may count a higher rate.

Their rate and qualifications must be justified in writing.

Total Cash
Expenditures

Total
Donations

(Transfer these totals to Grant Reimbursement Request Summary Sheet.)

Signature _____